

CALIFORNIA DEPARTMENT OF TRANSPORTATION

POSITION DUTY STATEMENT

CLASSIFICATION TITLE Associate Transportation Planner	OFFICE/BRANCH/SECTION Grant Management & Compliance	
WORKING TITLE Associate Transportation Planner	POSITION NUMBER 900-064-4721-xxx	EFFECTIVE DATE 10/2015

As a valued member of the Caltrans team, you make it possible for the department to improve the mobility across California by being innovative and flexible, working cooperatively with team members and others, and treating others fairly, honestly and with respect. Your efforts are important to each member of the team as well as those we serve.

GENERAL STATEMENT: (BRIEF SUMMARY OF THE MAIN PURPOSE AND FUNCTIONS OF THE POSITION. DESCRIBE THE SUPERVISORY RELATIONSHIPS--WHO THE INCUMBENT REPORTS TO AND WHO REPORTS TO THE INCUMBENT, WHEN APPROPRIATE.)

Under the general supervision of the Branch Chief, Grant Management & Compliance, the Associate Transportation Planner is a full journey-level position responsible for providing transit and paratransit support and technical assistance in support of the Federal Transit Administration (FTA) grant programs administered in the Branch. The incumbent works with other FTA grant programs within the Office of Transit Programs. The incumbent performs cross-functional transit grant activities as required by the Federal Transit Administration (FTA). Duties include providing technical assistance to transit and paratransit operators through outreach and effective communication, traveling and conducting on-site reviews and inspections to ensure compliance with FTA grant requirements, and traveling and conducting workshops and training sessions with grant recipients.

TYPICAL DUTIES: (BRIEF DESCRIPTION OF IMPORTANT DUTIES. RELATED DUTIES MAY BE GROUPED TOGETHER. USE

Essential (E) Percentage Job Description
Marginal (M)

E	40%	Monitor transit grants funded through the Elderly and Disabled Specialized Transit (5310), Rural Transit (5311), Intercity Bus (5311f), Job Access Reverse Commute (5316), New Freedom (5317), and the Bus and Bus Facilities Programs (5339) as the grant administrator and ensure projects comply with FTA regulations. Responsible for approving expenditures and requests for reimbursement and monitoring available funding, including, FTA electronic grant management and Caltrans AMS input. Monitor activities on all active grants including preparation of amendments and budget revisions needed. Prepare project budgets and milestone schedules for inclusion in Caltrans' annual grant applications to FTA, using FTA's electronic grant management system. Manage multiple projects in coordination with FTA, Caltrans Accounting, and co-workers.
E	25%	Accurately interpret federal and state guidelines to develop program policies, procedures, and documents. Provide guidance and technical support to Districts, planning agencies and transit operators regarding program requirements. Requires knowledge of state and federal accounting practices, local planning processes, project management techniques, and negotiating skills in working with stakeholders and meeting project schedules. Coordinate with staff within the program and in other programs to ensure consistency within DRMT.
E	15%	Evaluate and monitor programs to ensure conformity with FTA requirements and coordination with local planning processes. Prepare reports and documents in

response to audits and other program related reviews. The consequence of not meeting reporting requirements could potentially result in the loss of federal funds.

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| E | 10% | As part of the Branch staff team, must maintain knowledge of current priorities and programs, trends, and technical aspects for all of the FTA grant programs in the of Office including Drug and Alcohol laws, Safety Management Systems regulations and policies Update and maintain the Statewide FTA Grant Compliance Plan. |
| M | 5% | Responds to inquires from externals, the public, and the Director to ensure that we meet their needs in a timely fashion. Must be able to recognize issues that are politically sensitive and the potential ramifications on Caltrans, our stakeholders, and customers. |
| M | 5% | Special Projects: Assist the Branch Chief and/or Office Chief on special assignments dealing with the administration and compliance of FTA grant programs. Prepare Excel worksheets, pivot tables, and adhoc reports on the status of grant projects. |

SUPERVISION OR GUIDANCE EXERCISED OVER OTHERS

The incumbent does not supervise.

KNOWLEDGE, ABILITIES AND ANALYTICAL REQUIREMENTS

The incumbent must have the ability to apply administrative planning expertise to work. This position requires knowledge of human services transportation, FTA Grant Administrative requirements, and transportation emergency planning and procedures. This involves data collection, research, and conducting studies related to innovative transportation to improve transit/paratransit ridership. The position requires analysis, evaluation, and development of alternative analysis. The incumbent must have the ability to apply analytical techniques to resolve or recommend solutions to transportation problems.

The incumbent must be able to communicate effectively, both in writing and orally, and have the ability to develop and maintain effective working relationships, as well as work cooperatively with others. Knowledge of Federal and State laws related to transportation planning including Homeland regulations and procedures, programming, and funding of transit projects is vital. In addition, the ability to work with minimum direction and supervision, to initiate action independent, or as an interdisciplinary team member, to handle multiple assignments simultaneously is desirable.

The ability to perceive political and policy implications of actions that the Department is considering is desired. Knowledge of computer processing techniques and applications, research methods and analytical techniques, including conducting or participating in planning studies, contemporary transportation, environmental, land use, social, economic, fiscal, legal, and political issues, and effective public participation techniques is also desirable.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

The incumbent is responsible for implementation of assigned tasks based on guidelines furnished by his/her supervisor or designated lead person. Work must be completed independently with specific recommendations. Decisions may be made in the absence of his/her supervisor's oversight in situations where immediate action is required. Consequences of an error in judgment could result in loss of credibility with Caltrans partners and can be serious and far-reaching, affecting not only the Department but also regional transportation planning agencies, transit operators and transit service providers.

PUBLIC AND INTERNAL CONTACTS

The incumbent participates in various meetings dealing with federal, State, regional and local agencies, transit operators, universities, community-based organizations and the public concerning the scope and content of assigned special projects. The incumbent initiates and maintains internal contact with various functional District staff, Traffic Operations, Maintenance, etc., as well as HQ functional and program areas. The incumbent is expected to maintain a continual dialogue with Department staff and local agency staff, as appropriate.

PHYSICAL, MENTAL AND EMOTIONAL REQUIREMENTS

Have ability to develop and maintain cooperative relationships with other employees and customers.

Must be able to sit and/or stand for long durations and perform tasks utilizing a PC.

Must have the ability to multi-task, adapt to changes in priorities, and complete tasks or projects with short notice.

Develop insight into situations and apply innovative solutions to make organizational improvements. Formulate effective strategies consistent with the Departments' vision and goals.

Create and sustain an organizational culture that encourages others to provide the quality of service essential to high performance.

WORK ENVIRONMENT

While at their base of operation, employees will work in a climate-controlled office under artificial light. However, due to periodic problems with the heating and air conditioning, the building temperature may fluctuate.

Travel, including overnight travel, is required.

Work may entail an extended day to complete vital projects.

I have read and understand the duties listed above and can perform them with/without reasonable accommodation. (If you believe you may require reasonable accommodations, please discuss this with your hiring supervisor. If you are unsure whether you require reasonable accommodations, inform the hiring supervisor who will discuss your concerns with the Reasonable Accommodation Coordinator).

EMPLOYEE

EMPLOYEE (Sign)

DATE

I have discussed the duties with and provided a copy of this duty statement to the employee named above.

